24 April 2017

Maintenance of Supplies and Equipment

COMMAND MAINTENANCE DISCIPLINE PROGRAM

*This pamphlet is the first edition.

FOR THE COMMANDER:

WILLIAM D. TAYLOR
Colonel, GS
Chief of Staff

OFFICIAL:

GARRIE BARNES
Chief, Publications and
Records Management

Summary. This pamphlet provides guidance and establishes procedures for the implementation of the of Eighth Army's Command Maintenance Discipline Program (CMDP). The CMDP is a commander's program. This program focuses commanders, directors and supervisors on maintenance management and operations core competencies. The CMDP is a tool to evaluate unit maintenance programs on a day to-day basis. The CMDP Policy is designed to assist units in achieving regulatory requirements and maintaining readiness postures above Department of Army goals.

Applicability. This pamphlet applies to all Eighth Army units.

Supplementation. Supplementation of this pamphlet will be in accordance with guidance found within to account for levels of command and uniqueness within the commands as per DA Pam 750-1, ch10, paragraph 6a. Establishment of command and local forms are not authorized without prior approval from Eighth Army G4 (EALO) Unit #15236, APO AP 96205-5236.

Forms. AK forms are available at http://8tharmy.korea.army.mil.

Records Management. Records created as result of processes prescribed by this pamphlet must be identified, maintained, and disposed of according to AR 25-400-2. Record titles and descriptions are available on the Army Record Information Management System website http://www.arims.army.mil.

Suggested Improvements. Users of this pamphlet are invited to send comments and suggestions for improvement on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Eighth Army G4 (EALO) Unit #15236, APO AP 96205-5236.

Distribution. Electronic Media Only (EMO).

Chapter 1
Introduction

1-1. Purpose
This pamphlet provides guidance and establishes procedures for the implementation of the of Eighth Army's Command Maintenance Discipline Program (CMDP).

1-2. References
Required and related publications and forms are listed in appendix A.

1-3. Explanation of Abbreviations
Abbreviations used in this pamphlet are explained in the glossary.

Chapter 2
Supervisory and Managerial Procedures

2-1. Command Maintenance Discipline Program (CMDP) Establishment
This chapter establishes CMDP supervisory and managerial procedures and checklists to meet regulatory requirements and validate units are adhering to existing Army policies. It does not prohibit or replace the formal or informal evaluation of maintenance programs conducted at the discretion of commanders (for example, IG or CIP inspections). The CMDP supplements other regulations and publications to form a solid maintenance program.

2-2. Overview
The CMDP is a commander's program. This program focuses commanders, directors and supervisors on maintenance management and operations core competencies. The CMDP is a tool to evaluate unit maintenance programs on a day-to-day basis. The CMDP will place emphasis on identifying those areas requiring attention by commanders and the resolution of systemic problems. The CMDP is oriented to combat readiness and sustainability. On the spot training and assistance is highly encouraged. The overriding principle of CMDP is the Soldier and unit abilities to maintain their equipment in any environment.

　　a. This chapter implements the CMDP and lists Army management controls. The CMDP addresses supervisory and managerial responsibilities within the maintenance system from the user to the O-5/LTC and O-6/COL command levels.

　　b. The CMDP is a compilation of existing regulatory requirements. Therefore, commanders, supervisors and managers are required to implement the provisions of this chapter in order to standardize maintenance discipline throughout the Army. As a mandatory program, CMDP simplifies command, supervisory and managerial responsibilities by:

　　　　(1) Compiling various regulatory requirements.

　　　　(2) Standardizing evaluation requirements.

　　　　(3) Formalizing follow-up procedures.

　　c. Commanders will implement the CMDP by using their existing resources.

　　　　(1) Examples of existing resources include, Staff Assistance Visits, Command Logistics Review Program, and Command Inspection Program.

(2) Whichever activity the commander designates to assist with implementing the CMDP, that designated activity will incorporate CMDP policy in its evaluation plans and procedures. All existing maintenance evaluation programs will absorb the CMDP. Additionally, local IGs at the commander's discretion may conduct special inspections using the systemic methodology for determining root causes for problems identified through the CMDP (Figure 2-1). Therefore, commanders should not establish new evaluation teams because of the CMDP.

Root Cause Analysis Model

Non - Compliance

Don't Know
- Never knew
- Forgot
- Task implied

Can't Comply
- Lack resources
- Don't know how
- Compliance is impossible

Won't Comply
- No reward
- No penalty
- Disagree
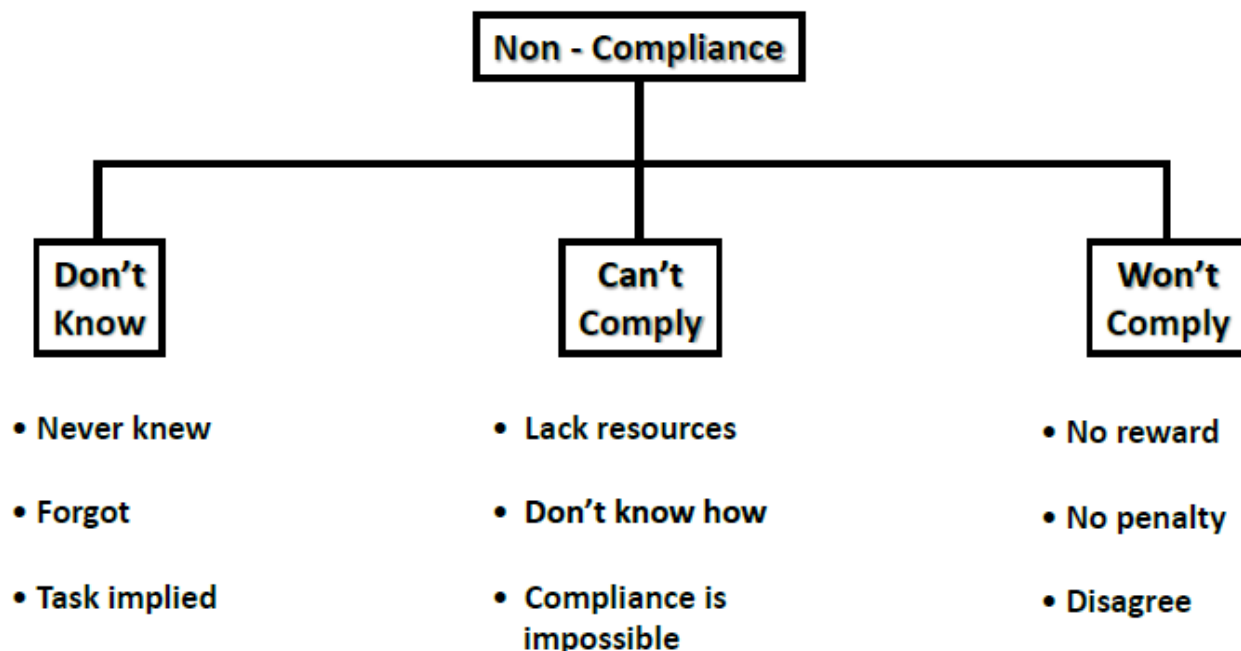
Figure 2-1. Root Cause Analysis

2-3. Purpose

a. The purpose of the program is to:

(1) Establish maintenance discipline as regulatory guidance.

(2) Standardize maintenance discipline requirements.

(3) Provide responsible personnel with a single listing of maintenance policy requirements.

(4) Make Eighth Army more efficient with respect to time spent monitoring subordinates'

actions.

(5) Eliminate repeated findings of non-compliance with policy.

(6) Serve as a checklist for internal management controls.

(7) Identify and resolve logistical problems adversely affecting readiness.

(8) Establish reporting procedures required to identify maintenance issues in order to improve the conduct of maintenance and sustainment of all assigned equipment.

b. To achieve the stated purposes, implementation of the Command Maintenance Discipline Program (CMDP) will:

(1) Ensure compliance with DA and Eighth Army maintenance policy and procedures.

(2) Determine the adequacy of established maintenance policy and procedures.

(3) Identify maintenance problems to permit timely corrective action within the chain of command. Abbreviations and terms used in the regulation are explained in the glossary.

2-4. Applicability
These procedures apply to all Eighth Army personnel within the field maintenance arena, from Company Level units to Major Subordinate Commands (MSC).

Chapter 3
Command Maintenance Discipline Program Guidance

3-1. Program Concept
To assure proper implementation of the CMDP, the intent of the program is as follows:

a. The CMDP in conjunction with other maintenance programs helps eliminate non-compliance with maintenance regulations and policies. To accomplish this, the CMDP assists commanders by making them aware of maintenance conditions in their command.

b. CMDP is an inspection program. Responsible personnel expect to use the program to:

(1) Gain familiarity with established policies.

(2) Enforce compliance with policy by subordinate personnel.

c. Inspections are a necessary part of the CMDP in order to monitor performance. The intended result of these evaluations is to present the facts to the commander so the chain of command can initiate prompt corrective action.

3-2. Requirements Listing

a. Each command level will review the Requirements Listing for completeness and make the necessary additions to account for uniqueness within the command.

b. The intent of the Requirements Listings is to provide supervisors with a single source of

maintenance policy requirements.

(1) Appendix A includes References supporting regulatory requirements.

(2) Appendix B includes the Eighth Army CMDP Checklist which is derived from DA Pam 750-1 and modified to account for Global Combat Support System Army (GCSS-A) implementation and policy.

c. The following format outlines the information within each of the Requirements Listing:

(1) Regulatory requirements include a concise listing of the guidance.

(2) Administrative procedures include the actions needed to complete the regulatory requirement.

(3) References include the source of the requirement.

(4) Requirements detail how to meet the standard supported by a current regulation or publication.

3-3. Implementation

a. Each commander provides his or her personal interest and direction to establish an effective CMDP.

b. The CMDP integrates existing resources in the command to avoid redundancy and to ensure unity of effort.

c. Supervisors utilize the Requirements Listing in the normal performance of their duties.

d. When a requirement within the Requirements Listing is not complete, the affected organization must notify the immediate higher headquarters.

e. Commanders will appoint a CMDP coordinator (on orders) and ensure that they understand their responsibilities and coordination requirements.

f. CMDP coordinators will schedule formal and informal inspections and staff assistance visits.

3-4. Inspections
The CMDP is a day-to-day program conducted by commanders or their designated representatives. The frequency of internal inspections is set as desired. Commanders will conduct a formal inspection on brigade and lower size units by their parent organization on a semi-annual basis. Eighth Army Staff will conduct formal annual inspections on their next lower Commands. The brigade or equivalent O-6/COL Command level will keep the results of the semi-annual inspections for two years. Eighth Army will keep annual inspections of next lower Commands on file for two years. All commands will review the results of the formal inspections as part of the overall maintenance program and ensure training and corrective actions occur.

a. User, battalion and brigade level staff, division or Eighth Army level:

(1) Supervisors will utilize the CMDP to ensure maintenance discipline. The most effective means of ensuring maintenance discipline is to have an internal self-administered program

implemented on a routine basis.

(2) The normal recording of (for example, inventories and record keeping) is required.

(3) At the completion of an evaluation by a higher headquarters, the evaluation team along with the inspected unit or organization will determine a suspense date (get well date) to resolve discrepancies.

b. Parent organizations and higher commands:

(1) The immediate level above the unit or organization is the parent organization.

(2) The parent organization and higher command levels are required to evaluate the subordinate commands for compliance with established policy.

(3) Formal semi-annual evaluations.

(a) Provide supervisors with feedback of their maintenance discipline performance.

(b) Identify maintenance problems and resolve difficulties before they become serious.

(c) Determine if resolution of past findings are complete and appropriate.

(4) Each organization and higher command (O-5/LTC) will maintain a file of evaluations per paragraph 3-4 above:

(a) Date of evaluation.

(b) Organization evaluated.

(c) Findings and associated suspense dates.

(d) Repeat findings.

(5) Some evaluation findings of non-compliance may be due to circumstances beyond the control of the evaluated unit (See figure 2-1). The level conducting the evaluation is then responsible for elevating a finding to the appropriate level capable of resolving the discrepancy.

c. Formal annual evaluations:

(1) The purpose of the evaluation is to determine unit compliance to regulatory guidance.

(2) The CMDP Checklist (Appendix B) establishes the minimum standards. Commanders are encouraged to develop command checklists using the Requirements Listing as a baseline.

(3) CMDP evaluations will include the following:

(a) The review of the unit maintenance files, SOP, GCSS-A, and other LIS as applicable, tool rooms, safety program, environmental compliance and programs such as equipment licensing and drivers training.

(b) School-trained maintenance personnel are working in maintenance positions.

Verify and review labor to determine utilization efficiencies.

(c) A comparison of a representative sample of completed maintenance transactions crosschecked with equipment services or repairs.

(4) Personnel undergoing the evaluation may make on-the-spot corrections without deficiencies noted on the inspection report.

(5) Inspectors will record findings on each applicable requirement in the CMDP Checklist (Appendix B). Review the results of the last inspection to determine if past discrepancies were resolved. Inspections will be on file with the unit and headquarters per paragraph 3-4 above.

(6) Evaluators will brief the organization's supervisors and commander on the findings. For each finding, the supervisor or commander will establish an internal suspense date for resolution of each discrepancy.

(7) In the case of repeat findings, the chain of command will take action to correct the problem and to re-establish compliance.

(8) The inspected organization will receive a copy of each inspection made under CMDP. The copy will specify all non-compliance findings along with the respective suspense dates determined by the supervisor or commander. The inspector will also retain a copy of the inspection and use it for follow-up on corrective actions during the next inspection.

(9) If major problems with procedure or policy surface during the CMDP inspection, the inspection team will elevate the findings up the chain of command to appropriate level capable of resolving the problems.

(10) In summary, the sequence of events is as follows:

(a) Organization inspected.

(b) Organization's supervisor or commander establishes suspense dates for corrective actions.

(c) Supervisor or commander is required to utilize inspection results to improve maintenance discipline.

(d) Future CMDP inspections will include a review of corrective action(s) taken on the last inspection.

(e) Repeat findings require chain of command notification and assistance.

Chapter 4
Maintenance Discipline Enforcement

4-1. Methods
Enforcement of maintenance discipline is accomplished through a combination of leadership, command emphasis, training, administrative and disciplinary measures.

4-2. Administrative Measures

AR 735–5 provides various administrative measures for accounting for lost, damaged and destroyed property.

4-3. Disciplinary Measurers
Military discipline goes hand-in-hand with maintenance discipline. The commander has several tools available to use, both deterrence and corrective actions. Disciplinary measures include reprimands, adverse efficiency reports and the Uniform Code of Military Justice.

4-4. Reacting to Incidents of Non-Financial Liability
Use of administrative and disciplinary alternatives is not limited to cases involving the standards prescribed for financial liability. Even when no financial liability is found, the facts may warrant some form of command action, such as a failure to properly supervise an operation or a subordinates actions. For example, there is little doubt that strong measures should be taken against a maintenance person whose stocks were found by a command inspection to be 10,000 units short because of his or her misconduct, neglect or inefficiency. However, similar action might also be appropriate against supervisors and commanders in the chain of command if an investigation revealed inadequate command supervision (for example, failure to conduct or verify inventories and failure to conduct checks).

4-5. Ensuring Maintenance Discipline and Management Controls
The best means of ensuring maintenance discipline is to be proactive and not reactive in maintenance operations. Maintenance discipline does not lend itself to infrequent emphasis. Enforcing discipline and compliance with regulations requires constant command emphasis. To effectively instill and maintain maintenance discipline, commanders and supervisors must routinely adhere to CMDP procedures and conduct maintenance discipline training for all subordinates.

Appendix A
References

Section I. Required Publications

AR 735-5, Property Accountability Policies

AR 220–1, Army Unit Status Reporting and Force Registration-Consolidated Policies.

AR 700–138, Army Logistics Readiness and Sustainability.

AR 700–139, Army Warranty Program.

AR 710–2, Supply Policy Below the National Level.

AR 750–1, Army Materiel Maintenance Policy.

AR 750–43, Army Test, Measurement, and Diagnostic Equipment.

DA Pam 738–751, Functional User's Manual for The Army Maintenance Management System-Aviation (TAMMS-A).

DA Pam 750-1, Commanders` Maintenance Handbook

DA Pam 750-3, Soldiers` Guide for Field Maintenance Operations

DA Pam 750–8, The Army Maintenance Management System (TAMMS) User's Manual.

Section II. Related Publications

AR 11-1, Command Logistics Review Program.

AR 15–6, Procedures for Investigating Officers and Boards of Officers.

AR 25–12, Communications Security Equipment Maintenance and Maintenance Training.

AR 25–400–2, The Army Records Information Management System (ARIMS).

AR 40–61, Medical Logistics Policies.

AR 50–6, Nuclear and Chemical Weapons and Materiel Chemical Surety.

AR 95–1, Flight Regulations.

AR 190–11, Physical Security of Arms, Ammunition and Explosives.

AR 190–51, Security of Unclassified Army Property (Sensitive and Non-Sensitive).

AR 200–1, Environmental Protection and Enhancement.

AR 385–10, The Army Safety Program.

AR 525–29, Army Force Generation.

AR 570–4, Manpower Management.

AR 600–55, The Army Driver and Operator Standardization Program (Selection, Training, Testing, and Licensing).

AR 600–8–2, Suspension of Favorable Personnel Actions (Flag).

AR 700–4, Logistics Assistance.

AR 700–68, Storage and Handling of Liquefied and Gaseous Compressed Gasses and Their Full and Empty Cylinders.

AR 700–127, Integrated Logistic Support.

AR 702–7–1, Reporting of Product Quality Deficiencies within the U.S. Army.

AR 710–3, Inventory Management Asset and Transaction Reporting System.

AR 715–9, Operational Contract Support Planning and Management.

AR 725-50, Requisitioning, Receipt, and Issue System.

AR 735–5, Property Accountability Policies.

AR 750–6, Army Equipment Safety and Maintenance Notification System.

AR 750-10, Army Modification Program.

AR 750–59, Army Corrosion Prevention and Control Program.

ATTP 4–33, Maintenance Operations.

49 CFR 171, General Information, Regulations, and Definitions (Available at www.ecfr.gov.).

DA Pam 25–30, Consolidated Index of Army Publications and Blank Forms (online).

DA Pam 25–33, User's Guide for Army Publications and Forms.

DA Pam 385–1, Small Unit Safety Officer/Noncommissioned Officer Guide.

DA Pam 385–24, The Army Radiation Safety Program.

DA Pam 611–21, Military Occupational Classification and Structure.

DA Pam 700–16, The Army Ammunition Management System.

DA Pam 708–3, Cataloging of Supplies and Equipment, Army Adopted Items of Materiel and List of Reportable Items (SB 700–20).

DA Pam 710-2-1, Using Unit Supply System (Manual Procedures).

DA Pam 710–2–2, Supply Support Activity Supply System: Manual Procedures.

DA Pam 750–1, Commanders' Maintenance Handbook.

DA Pam 750–3, Soldiers' Guide for Field Maintenance Operations.

DOD 4140.1–R, DOD Supply Chain Materiel Management Regulation (Available at http://www.dtic.mil/whs/directives.).

FM 3–34.5, Environmental Considerations.

PS Magazine, Army TB 43PS-series, PS, The Preventive Maintenance Monthly (Available at https://www.logsa.army.mil/psmag/psonline.cfm.).

TB 1–1500–341–01, Aircraft Components Requiring Maintenance Management and Historical Data.

TB 43–0144, Painting of Watercraft.

TB 43–0211, Army Oil Analysis Program (AOAP) Guide for Leaders and Users (Available at https://www.logsa.army.mil.).

TB 43–180, Technical Bulletin Calibration and Repair Requirements for the Maintenance of Army Materiel (Available at https://www.logsa.army.mil.).

TB 55–1900–201–45/1, Guide to Army Watercraft Survey Inspections, Repair Procedures and Repair Specifications Preparation.

TB 55–1900–205–24, Watercraft Information and Reporting System (WIRS) Data Collection for Configuration Control.

TB 380–41, Security: Procedures for Safeguarding, Accounting, and Supply Control of COMSEC Materiel.

TB 385–4, Safety Requirements for Maintenance of Electrical and Electronic Equipment.

TB 600–1, Procedures for Selection, Training, Testing and Qualifying Operators of Equipment/Systems, Excluding Selected Watercraft and Aircraft, Managed/Supported by U.S. Army Troop Support and Aviation Materiel Readiness Command.

TB 750–25, Maintenance of Supplies and Equipment: Army Test, Measurement, and Diagnostic Equipment (TMDE) Calibration and Repair Support (CRS) Program.

TC 21–305, Training Program for Wheeled Vehicle Accident Avoidance.

TC 21–306, Tracked Combat Vehicle Driver Training.

TM 1–1500–328–23, Technical Manual Aeronautical Equipment Maintenance Management Policies and Procedures.

TM 55–2620–200–24, Inspection, Maintenance Instructions, Storage, and Disposition of Aircraft Tires and Inner Tubes.

Section III. Prescribed Forms
This section contains no entries.

Section IV. Referenced Forms
Unless otherwise indicated, DA forms are available on the Army Publishing Directorate Web site (http://www.apd.army.mil). DD forms are available from the Office of the Secretary of Defense Web site (http://www.dtic.mil/whs/directives/infomgt/forms/). SF Forms are available on the GSA Web site (http://www.gsa.gov/portal/forms/type/SF). OF Forms are available on the GSA web site (http://www.gsa.gov/portal/forms/type/OP).

DA Form 348, Equipment Operator's Qualification Record (Except Aircraft).

DA Form 461–5, Vehicle Classification Inspection.

DA Form 2028, Recommended Changes to Publications and Blank Forms.

DA Form 2401, Organizational Control Record for Equipment.

DA Form 2402, Maintenance Tag (Available through normal forms supply channels).

DA Form 2404, Equipment Inspection and Maintenance Worksheet.

DA Form 2406, Materiel Condition Status Report.

DA Form 2407, Maintenance Request (Available through normal forms supply channels).

DA Form 2407–1, Maintenance Request Continuation Sheet (Available through normal forms supply channels).

DA Form 2408–4, Weapon Record Data.

DA Form 2408–5, Equipment Modification Record.

DA Form 2408–9, Equipment Control Record.

DA Form 2408–13–3, Aircraft Technical Inspection Worksheet.

DA Form 2408–14, Uncorrected Fault Record.

DA Form 2408–20, Oil Analysis Log.

DA Form 2417, U.S. Army Calibration System Rejected Instrument (Available through normal forms supply channels).

DA Form 2765–1, Request for Issue or Turn-In.

DA Form 3254–R, Oil Analysis Recommendation and Feedback.

DA Form 3590, Request for Disposition or Waiver.

DA Form 5409, Inoperative Equipment Report.

DA Form 5410, Unit Level Deadlining Parts Report.

DA Form 5823, Equipment Identification Card.

DA Form 5982–E, Dispatch Control Log (Generated electronically in GCSS-A).

DA Form 5984–E, Operator's Permit Record (Generated electronically in GCSS-A).

DA Form 5987–E, Motor Equipment Dispatch (Generated electronically in SAMS-I/IE).

DA Form 5988–E, Equipment Inspection/Maintenance Worksheet (Generated electronically in SAMS-I/IE).

DA Form 5989–E, Maintenance Request Register (Generated electronically in SAMS-I/IE).

DA Form 5990–E, Maintenance Request (Generated electronically in SAMS-I/IE).

DA Form 5991–E, Oil Analysis Request (Generated electronically in SAMS-I/IE).

DA Label 80, U.S. Army Calibrated Instrument (Available through normal forms supply channels.).

DA Label 163, U.S. Army Limited or Special Calibration (Available through normal forms supply channels.).

DD Form 1348–1A, Issue Release/Receipt Document.

DD Form 314, Preventive Maintenance Schedule and Record.

DD Form 2026, Oil Analysis Request.

OF 346, U.S. Government Motor Vehicle Operator's Identification Card (Stocked and Issued through GSA Global Supply, Federal Agencies).

SF 368, Product Quality Deficiency Report (PQDR).

Appendix B
Eighth Army Command Maintenance Discipline Program Checklist

B-1. Operational Level Checklist

COMMAND MAINTENANCE DISCIPLINE PROGRAM

CMDP Evaluation Checklist	Functional Area	Checklist Revision Date:	
Staff Proponent	Unit Telephone Number	Unit Name	Date Visited
Evaluation Conducted By:			
Print Name:	Signature:	Phone Number and Email Address	

Eschelons Above Brigade (EAB) CMDP (Operational Level Requirements)

Regulatory Requirements	Administrative Procedures	References	Sustain/Improve Comments
1. Has the command established a Command Maintenance Discipline Program (CMDP)? Is there an inspcection schedule for subbordinate units?	Program procedures will be in written policy directive, SOP memorandum, etc. CMDP is formal evaluation(s) annotated on the unit training calendar. CMDP is conducted semi-annual and annual formal evaluations.	DA Pam 750-1	
2. Has a CMDP coordinator been appointed at the higher command and does the monitor have direct coordination?	Appointment must be in writing and direct coordination with subordinate monitors authorized.	DA Pam 750-1	
3. Is there a CMDP monitor appointed at each level of command that is responsible for organizational equipment?	Appointment orders must be in writing and a copy provided to their higher command.	DA Pam 750-1	
4. Are the last two CMDP inspections on file for subordinate units?	Brigage and below orgainzations will be inspected Semianually. Follow on corrective actions to address discrepencies will be documented.	DA Pam 750-1	
5. Has a CMDP checklist been established and utilized that meets the minimum standard of this regulation? AK Pam 750-1	AK Pam 750-1 suplements DA Pam 750-1 and provides a CMDP checklist for tactical Level Units at BDE level and Below. If local checklists are developed they must meet the minimum requirements of this publication.	AR 750-1, Para 3-7b	

COMMAND MAINTENANCE DISCIPLINE PROGRAM

Regulatory Requirements	Administrative Procedures	References	Sustain/Improve Comments
6. Are Maintenance Managers registered to access LIW? Have they been formally trained to include GCSS-A as applicable?	LIW assists mainenance managers with day-to-day maintenance management function and provides access to ETMs, FEDLOG, PS Magazine, MCOP, and Parts Tracker. Unit maintenance managers have access to LIW with valid and current passwords.	DA Pam 750-3	
7. Does the unit have acces to print or download electronic versions of TMs, Technical publication CDs and manufactures manuals?	The primay source for issue of publications is the U.S. Army Publishing Directorate(http://www.apd.army.mil/default.aspx) TMs can be located at LOGSAs website https://www.logsa.army.mil/etms/online.cfm.	DA PAM 750-1, Para 6-4,	
8. Is the unit tracking and enforcing standards where MWOs and Maintenance Notifications are concerned? Were MWOs applied in a timely manner?	Mandatory MWOs are applied based on instructions published as an emergency, urgent or routine. Apply urgent MWOs within 2 years from effective dated and routine MWOs within 5 years of effective date.	AR 750-1 and DA Pam 750-1	
16. Historical Records: Are results of the last Command Maintenance Inspection (CMI) on file?	Retain the latest two MAIT, COMET,IG and or any other command logistics reviews/evaluations.	AR 750-1, Para 2-17,a(2)	
19. Has a safety program been established with a safety officer /NCO?	SOP & Appointment Orders on file. Copy of last safety inspection with follow up actions taken to address discrepancies.	AR 385-10	
25. Is the commander utilizing external maintenance training resources?	Leverage formal and on the job training assistance from external sources such as MAIT, LARs, COMET, SAVsand IGs.	DA Pam 750-3	

COMMAND MAINTENANCE DISCIPLINE PROGRAM

Regulatory Requirements	Administrative Procedures	References	Sustain/Improve Comments
26. Is contract maintenance utilized properly? Unit has trained contracting officer's technical representative (COTR) personnel when utilizing contractor support?	Commanders will not augment maintenance operations at the expense of Soldier readiness and proficiency in their MOS. ACOM, ASCC and DRU. Commanders will address contract maintenance augmentation during the planning and budgeting processes.	AR 750-1	
37. Man-hours: Are units properly accounting for man-hours in STAMIS/LIS?	AR 570–4 provides policy for the availability of personnel in peacetime. AR750-1, Appendix B provides guidance to commanders and managers on the computation and use of manpower utilization rates. (percentages expressed in terms of total available time; see appendix B): (1) military manpower, utilization rate is 50 percent; the goal is 75 percent. (2) civilian manpower, utilization rate is 85 percent; the goal is 90 percent. (3) All commanders operating under GCSS-Army have the responsibility to include accurate monthly man-hour utilization in their quarterly command reviews and analyses or similar performance-monitoring programs.	AR 750-1, Chapter 4, Para 4-14, 4-15, and 4-16. Run GCSS-A report IW47 to view man hours by personnel	
28. Does the unit coordinate with the installation or designated AFSBn?	Units must utilize AFSBn or BLST support to provide direct or area support. These AMC reps can coordinate critical maintenance and Class IX support. Contact information for local BLST or AFSBn representative	AR 700-4 Installation AMC LAR or AFSBn Rep	

COMMAND MAINTENANCE DISCIPLINE PROGRAM

Regulatory Requirements	Administrative Procedures	References	Sustain/Improve Comments
29. Has an environmental program been established?	All Army maintenance operations are conducted in accordance with the environmental security provisions of AR 200–1 and the underlying federal, state and local laws and directives. As part of maintenance SOP detailing an environmental compliance plan.	AR 750-1, AR 220-1	

B-2. Tactical Level Checklist

COMMAND MAINTENANCE DISCIPLINE PROGRAM

CMDP Evaluation Checklist	Functional Area	Checklist Revision Date:	
Staff Proponent	Unit Telephone Number	Unit Name	Date Visited
Evaluation Conducted By:			
Print Name:	Signature:	Phone Number and Email Address	

A. General Field Level Requirements

Regulatory Requirements	Administrative Procedures	References	Sustain/Improve Comments
1. Has an Officer or civilian equivalent been appointed in writing as Maintenance Officer?	An officer or civilian equivalent qualified in maintenance management will be appointed as maintenance officer, in writing, at each level of command. Maintenance officers will provide staff supervision of materiel maintenance operations within the organization. MTO&E units that have insufficient officers for these duties may appoint a qualified noncommissioned officer as the maintenance officer.	AR 750-1, Para 3-7a	
2. Has the command established a Command Maintenance Discipline Program (CMDP)?	Program procedures will be in written policy directive, SOP memorandum, etc. CMDP is formal evaluation(s) annotated on the unit training calendar. CMDP is conducted at BDE and below on a semi-annual basis.	DA Pam 750-1	
3. Has a CMDP coordinator been appointed at the higher command and does the monitor have direct coordination?	Appointment must be in writing and direct coordination with subordinate monitors authorized.	DA Pam 750-1	
4. Is there a CMDP monitor appointed at each level of command that is responsible for organizational equipment?	Appointment orders must be in writing and a copy provided to their higher command.	DA Pam 750-1	
5. SOP: Is Maintenance SOP or Annex on hand and signed by the current Commander?	Standard operating procedures will be established and maintained by all Army organizations and activities performing maintenance operations.	AR 750-1, Para 3-7b	
6. SOP: Does the SOP cover all areas outlined in DA PAM 750-3 to include duties and responsibilities.	Areas to address in the SOP are listed in DA PAM 750-3, paragraph 2-3. Defines key leader responsibilities with appointment orders.	AR 750-1, Para 3-7b and DA PAM 750-3, Para 2-3.	

COMMAND MAINTENANCE DISCIPLINE PROGRAM

Regulatory Requirements	Administrative Procedures	References	Sustain/Improve Comments
7. Are Maintenance Managers registered to access LIW? Have they been formally trained to include the use of GCSS-A?	LIW assists mainenance managers with day-to-day maintenance management function and provides access to ETMs, FEDLOG, PS Magazine, MCOP, Parts Tracker, Web logistics intergrated database and integrated logistics analysis program. Unit maintenance managers have access to LIW with valid and current passwords.	DA Pam 750-3	
8. Has an AOAP been established? As part of SOP, local AOAP contact information must be available	The objectives of the AOAP are to improve operational readiness of Army Equipment, enhance safety, detect impending component failures and conserve petroleum resources through application of an on condition oil change policy.	AR 750-1 Run GCSS-A Report IW28 for schedule of AOAP services.	
9. Has a TMDE program been established? Is there a schedule present with all required items listed? As part of the unit SOP, local AOAP contact information must be available.	Calibrate TMDE per the DA TMDE Calibration and Repair Support Program.	AR-750-43	
10. Establish an Army Warranty Program where appropriate.	Identify and maintain a materiel warranty program for selected equipment as appropriate.	AR 700-139 and AR 750-1	
11. Is tactical N-SE maintenance annotated on a list?	Units must understand what tactical N-SE thay must maintain and how the equipment is repaired or replaced.	AR 750-1 and DA Pam 750-3	
12 Does the unit have acces to print or download electronic versions of TMs, Technical publication CDs and manufactures manuals?	The primay source for issue of publications is the U.S. Army Publishing Directorate(http://www.apd.army.mil/default.aspx) TMs can be located at LOGSAs website https://www.logsa.army.mil/etms/online.cfm.	DA PAM 750-1, Para 6-4,	
13. Were MWOs applied in a timely manner? Has a MWO Coordinator been appointed in writing and do they have access to update MWO status in LIW?	Mandatory MWOs are applied based on instructions published as an emergency, urgent or routine. Apply urgent MWOs within 2 years from effective dated and routine MWOs within 5 years of effective date.	AR 750-1 and DA Pam 750-1 IW28 will show you all open dispatches, AOAP, services, alert dispatches, MWO's,	

COMMAND MAINTENANCE DISCIPLINE PROGRAM

Regulatory Requirements	Administrative Procedures	References	Sustain/Improve Comments
14. Quality Control: Has the commander established a quality control program for maintenance, repairs, and scheduled services?	Quality control must be fully integrated into maintenance operations to ensure—(1) The identification of equipment faults. (2) Compliance with repair publicationsprocedures and equipment standards contained in the TMs and equipment-specific publications	AR 750-1, Para 3-7q	
15. Controlled Exchange: Are procedures in place to manage controlled exchange and preclude unauthorized cannibalization? Is the approval authority documented in SOP or MFR?	Controlled exchange is the removal of serviceable components from unserviceable, economically reparable end items for immediate reuse in restoring a like item or weapon system to an MC condition. The unserviceable component must be used to replace the serviceable component or retained with the end item that provided the serviceable component. Is approval process documented.	AR 750-1, Para 4-9	
16. Historical Records: Are results of the last Command Maintenance Inspection (CMI) on file?	Retain the latest two MAIT, COMET,IG and or any other command logistics reviews/evaluations.	AR 750-1, Para 2-17,a(2)	
17. Is there a key custodian appointed by memorandum in the motor pool to maintain keys for vehicles, tool room, petroleum, oil and lubricants, repair parts storage areas and tool boxes.	A primary and alternate key custodian is in writing, to issue and receive keys, and maintain accountability for office, unit or active keys.	AR 190-51	
18. Corrosion and Prevention Control Program (CPC) established?	Include in a SOP that addresses corrosion prevention and treatment procedures.	AR 750-1 and AR 750-59	
19. Has a safety program been established with a safety officer /NCO? Has the Safety Rep been formally trained? Are Safety Boards present and complete?	As part of SOP-Appointment Orders Copy of last safety inspection.	AR 385-10	

COMMAND MAINTENANCE DISCIPLINE PROGRAM

Regulatory Requirements	Administrative Procedures	References	Sustain/Improve Comments
20. Do units use risk assessments for maintenance and drivers training operations?	Units need to incorporate risk assessment within all Army operations to include maintenance operations.	AR 385-10	
21. If the unit has equipment in administrative storage, are all regulatory requirements being met?	Administrative storage will be considered when all requirement listed in AR 750-1 are met.	AR 750-1	
22. Does the unit have equipment properly enrolled in the Low Useage Program (LUP) and documented?	Document all equipment in the program and ensuere scheduled services are in accordance with the program.	AR 750-1 IW28 will show you all open dispatches, AOAP, services, alert dispatches, MWO's,	
23. Low Usage Program: If the unit has equipment in the low usage program, are inspections/exercises being performed semiannually?	All equipment will be inspected and drive combat vehicles, tactical vehicles, and pull trailers sufficiently (5 miles is suggested) to exercise seals and ensure mission capability by operators semiannually.	AR 750-1, Para 4-2j	
24. Are the maintenance supervisors training operators/crews to operate equipment and perform PMCS Properly?	Unit supervisors provide leadership and training to operators/crews to achieve the Army Maintenance Standard	DA Pam 750-1 and Unit training schedules	
25. Is the commander utilizing external maintenance training resources?	Leverage formal and on the job training assistance from external sources such as MAIT, LARs, COMET, SAVsand IGs.	DA Pam 750-3	
26. Is contract maintenance utilized properly? Does the unit have trained contracting officer's technical representative (COTR) personnel when utilizing contractor support?	Commanders will not augment maintenance operations at the expense of Soldier readiness and proficiency in their MOS. ACOM, ASCC and DRU. Commanders will address contract maintenance augmentation during the planning and budgeting processes.	AR 750-1	
27. Does the unit understand installation pass back maintenance procedures? Is contact informantion on-hand as well as SOPs for Sustainment Brigade or other EAB maintenance units and Installation DOL?	Units must be aware of Sustainment Brigade or other EAB capabilities on the installation to ensure a smooth flow and rapid return of equipment not repaired at the unit maintenance facility.	DA Pam 750-3	

COMMAND MAINTENANCE DISCIPLINE PROGRAM

Regulatory Requirements	Administrative Procedures	References	Sustain/Improve Comments
28. Does the unit coordinate with the installation or designated AFSBn?	Units must utilize AFSBn or BLST support that provide direct or area support. These AMC reps can coordinate critical maintenance and Class IX support. Contact information for local BLST or AFSBn representative	AR 700-4 Installation AMC LAR or AFSBn Rep	
29. Has an envoronmental program been established? Are appointment orders on hand? Has training been documented?	All Army maintenance operations are conducted in accordance with the environmental security provisions of AR 200–1 and the underlying federal, state and local laws and directives. As part of maintenance SOP detailing an environmental compliance plan.	AR 750-1, AR 220-1	
30. If equipment is stored in a climate controlled container that has a gauge, is the gauge working properly and is the container providing environmental protection in accordance with the TM?	If the unit has reefer vans, are they functional? Conduct functions check.	Technical Manual	
31. Are maintenance operations such as motor stables, weapons maintenance, CBNRE, Communicatons and Electronics Equipment, services, sustainment training, and Command Maintenance PMCS annotated on unit training schedules?	Services, PMCS and other routine maintenance are scheduled on unit training schedules to allow for resourcing, time and personnel to perform maintenance on equipment.	Unit Training Schedule.	
32. Is a SOP for weapon maintenance on hand?	Establish SOPs by all Army organizations and activities performing maintenance operations.	AR 750-1	

COMMAND MAINTENANCE DISCIPLINE PROGRAM

Regulatory Requirements	Administrative Procedures	References	Sustain/Improve Comments
33. Are authorized weapon repair parts properly maintained and inventoried?	Stocks are not subject to the demand supported criteria.	AR 710-2	
34. Are the armor, assistant armor and arms room officer assigned by the unit commander in writing? Have the armorer and assistant been formally trained?	Commanders and directors will assign personnel to duties involving control of all categories of arms-ammunition and explosives.	AR 190-11	
35. Are privately owned weapons, privately owned ammunition and authorized war trophies that are stored in the arms room inventoried in conjunction with, and at the frequency of, the inventory of government weapons?	Personal firearms will be registered in the Centralized Operations Police Suite, weapons registration module.	AR 190-11	
36. Are monthly arms room inventories being conducted?	By serial number, 100 percent monthly inventory, except for boxed and banded arms. In this latter case, the count and inventory will consist of a 100 percent count as reflected by the number of items listed on the boxes. Any evidence of tampering will be cause for that box to be opened and 100 percent count to be taken of the material in the box.	AR 710–2 and AR 190–11	
37. Are weapons cleaned and PMCS conducted before, during and after each use? Have scheduled services been completed on all weapons (weapon maintenance)? Is time for weapons maintenance allocated on the units training calendar? Are Weapons Services up to date?	The Army has one maintenance standard, TM XX–10 and TM XX–20.	DA Pam 750-8, GCSS-A ZMPRPT Maintenance Plan Status Report, Unit SOP. IW28 will show you all open dispatches, AOAP, services, alert dispatches, MWO's,	

Regulatory Requirements	Administrative Procedures	References	Sustain/Improve Comments
39. Are the Radiation Safety Officer, Chemical, biological, radiological, and nuclear defense (CBRND) primary, CBRND assistant and CBRND officer identified and appointed in writing by the commander? Have they been formally trained?	Each commander or director will designate in writing a radiation safety officer.	DA Pam 385–24 and AR 350–4	
40. Is there a copy of the unit CBRND SOP and Radiation Safety SOP signed by the Commander?	Develop and maintain a unit SOP for storage, inventory, tracking and leak testing of radioactive commodities and response to broken or damaged radioactive devices.	AR 50–6, AR 385–10, and DA Pam 385–24	
41. Does the CBRND room have a TM XX–10 and TM XX–20 for each piece of equipment	Ground equipment operator-level (–10 to –15) publications quantities: one per piece of equipment.	DA Pam 25–33, DA Pam 750-1	
42. Are procedures outlined in the unit SOP for communication equipment maintenance and repair parts properly inventoried? Are Services and PMCS Periods scheduled?	Evacuate communications security (COMSEC) equipment to a capable repair activity only after a qualified communications electronics maintainer certifies that evacuation is required per AR 25–12.	AR 750-1	

B. Maintenance Management/Shop Operations

Regulatory Requirements	Administrative Procedures	References	Sustain/Improve Comments
1. Has the commander appointed, in writing, a responsible person to the duties of a dispatcher? Is the dispatcher formally trained on GCSS-A?	The commander appoints, in writing, a responsible person to the duties of dispatcher. The person that is delegated as dispatcher and is given access to GCSS-Army.	DA Pam 750-8, Para 2-2b	
2. Does the dispatcher check the operator's DA Form 348-E/DA Form 5984-E to verify his or her qualifications to operate the requested equipment?	Ensures the operator is registered as a licensed, qualified operator within GCSS-Army. Check for a current DA Form 348-E/DA Form 5984-E.	DA PAM 750-8, Para 2-2c(2) The GCSS-A system checks qualifications when a operator is placed on the dispatch	

COMMAND MAINTENANCE DISCIPLINE PROGRAM

Regulatory Requirements	Administrative Procedures	References	Sustain/Improve Comments
3. Is only the commander or a designated representative approving limited operations of non-mission capable equipment (authorized Circled X status on DA Form 2404/5988-E)?	A CIRCLED X means the equipment has a deficiency but may be operated under set limitations. The commander or the commander's designated representative may authorize limited operation. The limited operation is usually for a one-time only operation but is dependent on the mission.	DA PAM 750-8, Para 3-10(e)2 GCSS-Army sends a work flow to the commander or designated representative for approval	
4. Are dispatches being returned on or before the due date? Is mileage/hours being updated upon dispatch close out?	Enter Close of Business (COB) or the actual time the user expects to return with the equipment. For extended dispatches, enter the date and time (if known) that the user expects to return the equipment.	DA PAM 750-8, fig 2-13(2)e Use GCSS-A report IW28 notification type D1 for open dispatches. Sort by return date.	
5. Is equipment dispatched when evacuated to maintenance located outside of unit motor pool?	Equipment going to support maintenance is dispatched to and from support maintenance.	DA PAM 750-8, Para 2-10(a) 3 IW28 notification type D1 for closed dispatches by equipment number	
6. Does each piece of equipment requiring dispatch have an equipment records folder?	An equipment record folder is assigned to a specific item of equipment. DA Form 5823 is not required if the unit is automated.	DA PAM 750-8, Para 2-8c and Para 2-9	
7. Has the commander designated a representative to sign off post dispatch authorization? Is this authority on 1687, appointment order or duty assigned in SOP?	The commander or the commander's designated representative signs and enters rank for off post travel.	DA PAM 750-8, fig 2-7.	
8. Is the unit retaining a DA Form 5982–E/DA form 2401 when dispatched equipment is involved in an accident?	DA Form 5982–E/DA Form 2401 is destroyed after one month except in the case of an accident investigation after the last entry in column 1 has been closed out. If an accident or unusual situation occurs, DA Form 2401 is kept until the investigator releases it.	DA PAM 750-8, Para 2-12c	

COMMAND MAINTENANCE DISCIPLINE PROGRAM

Regulatory Requirements	Administrative Procedures	References	Sustain/Improve Comments
9. Are maintenance personnel using DA Forms 2404/5988E to document inspections, periodic services, faults found, and actions taken?	Use of DA Form 5988–E and DA Form 2404. Personnel performing inspections, maintenance services, diagnostic checks, technical evaluations, marine condition surveys on watercraft, and PMCS	DA PAM 750-8, Para 3-10b Equipt_sit board to view DA Forms 5988-E	
10. Are DA Forms 2404/5988-E used to record services kept on file until the next service is performed?	DA Form 5988–E/DA Form 2404 used for scheduled services are kept on file for quality control until the next service is performed.	DA PAM 750-8, Para 3-10f(2) Equipt_sit board to view DA Forms 5988-E	
11. Are all uncorrected faults/notifications listed on GCSS-Army automated DA Form 5988-E?	Faults that cannot be fixed until a part comes in or that must be deferred are entered into GCSS-Army.	DA PAM 750-8, Para 3-10f(1)(c)	
12. Are DA Forms 2404/5988-E that indicates Non Mission Capable (NMC) faults kept on file until the deficiency is repaired?	When there is a NMC deficiency on DA Form 2404/5988E, it is kept until the deficiency has been repaired or 5988E updated in the STAMIS system.	DA PAM 750-8, Para 3-10f-1(d)	
13. Are completed DA Forms 2407 2407-E//5990-E on file for 90 days after equipment is repaired at support maintenance?	The owning unit keeps this copy for a minimum of 90 days after the equipment is fixed. For items under a DA approved sampling plan, hold this copy as directed by the plan.	DA PAM 750-8, Para 3-14d-4(a)	
14. Is sufficient time blocked in the unit's training schedule specifically for the performance of operator PMCS on a weekly basis?	Verify unit training schedule.	DA PAM 750-3, Para 3-1b, 3.	
15. Is sufficient time blocked in the unit's training schedule specifically for the performance of field level PMCS (-20 level scheduled services) based on time estimates provided by the maintenance officer/NCOIC.	Verify unit training schedule.	DA PAM 750-3, Para 3-1b, 4. GCSS-A IW28 and ZMPRPT	

COMMAND MAINTENANCE DISCIPLINE PROGRAM

Regulatory Requirements	Administrative Procedures	References	Sustain/Improve Comments
16. Are equipment services performed within the scheduled service interval? (Print-out service schedule for 1 year period to verify performance of services)	When services are performed, the system automatically schedules the next service due. However, the user must calculate and enter the next special service, lube & AOAP	DA PAM 750-8, Para 2-4e IW28 notification type PM and Main Work Center for unit. Sort by due date	
17. Is equipment outside the service schedule administratively placed on NMC status until the service is performed?	When the service exceeds the 10 percent variance, the equipment is administratively designated NMC until the service is completed.	DA PAM 750-8, Para 2-4e(4) Equipt_sit board for the unit can show you NMCM equipment	
Warranty			
18. Has an Army Warranty Program been established? Does the unit know what equipment is on warranty and the POC?	Does the unit have a list of warranty items and POCs?	AR 750-1, Para 8-3 and AR 700-139, DA Pam 750-8	
19. Is the unit retaining work order on file until the warranty work is complete?	One copy is kept by the owning unit until the equipment is returned or action is complete.	DA Pam 750-8, Para 3-16d(1)	
Records			
20. Does the unit maintain a copy of a DA Form 2408–4 for each tanks, artillery, and mortar tubes?	DA Form 2408–4 is used to record firing and other information on the service life of weapons, cannons, and mortar tubes.	DA Pam 750-8, Para 5-3a and https://tulsa.tacom.army.mil	
21. Are required maintenance reports reviewed (signed off) and analyzed prior to submission to the next higher headquarters?	The maintenance officer provides the commander with accurate equipment status for all battalion units. Maintenance officers must fully understand materiel and unit equipment status reporting; and ensure that all reporting units within the unit full comply with reporting procedures described in AR 200–1 and AR 700–138, and as supplemented by DA Pam 750–8 and DA Pam 738–751.	DA Pam 750-1, GCSS-A Readiness Posture Report	

COMMAND MAINTENANCE DISCIPLINE PROGRAM

Regulatory Requirements	Administrative Procedures	References	Sustain/Improve Comments
22. Maintenance Processes: Is the Maintenance Request Register reviewed daily to ensure its accuracy?	Units review daily all open work orders with higher level support maintenance activity.	DA PAM 750-8, Para 3-11b(5)	
23. Maintenance Records: Are DA Form 2408-9 for equipment listed in appendix E on-hand?	Equipment requiring DA Forms 2408–9 are found in appendix E.	DA PAM 750-8, Para 5-7b(2)	
24. Historical records: Are scheduled services on training schedules at least one month in advance?	Are PMCS and equipment services on the unit-training schedule?	DA Pam 750–1, DA PAM 750-3, Para 3-1, b4 and DA PAM 750-8, Para 3-10,f,2 Unit Training Schedule GCSS-A IW28 and ZMPRPT	DA PAM 750-3, Para 3-1, b4 and DA PAM 750-8, Para 3-10,f,2
25. Establish and perform regular periodic evaluations of the units usage data in SAMS?	Check data against actual vehicle odometer reading as part of command maintenance discipline.	AK Pam 750-1	
26. Are service packets for equipment complete with the following documents: initial operators DA Form 5988–E; Quality Control Inspection, DA Form 5988–E to close-out service; updated DA Form 5988–E with all uncorrected faults and required repair parts entered in SAMS-E; and copy of closed dispatch for final road test (vehicles only)?	When field maintenance personnel perform a scheduled service they should return with the equipment the following forms to the operator/crew as part of the service packet (DA Form 5988–E and closed dispatch).	DA Pam 750-3	
27. Key Control: Is there a key custodian appointed in the motor pool for maintaining vehicle keys, tool room keys, POL keys, Shop Supply keys, and toolbox keys?	A primary or alternate key custodian is the person who will be appointed, in writing, to issue and receive keys and maintain accountability for office, unit, or activity keys.	AR 190-51, Para 3-7, c, (1), (a) and Appendix D, Para D-2	
28. Are keys maintained under proper control with access roster?	Properly secure keys and document access to keys	AR 190-11	
29. Was the last Key Inventory conducted within the allotted time frame?	Locks and their keys will be inventoried by serial number semiannually.	AR 190-11, Para 3-8n.	

COMMAND MAINTENANCE DISCIPLINE PROGRAM

Regulatory Requirements	Administrative Procedures	References	Sustain/Improve Comments
PMCS			
30. Is PMCS performed prior to accepting work orders in field maintenance?	Perform a PMCS before accepting a work order.	Da Pam 750-3	
31. Is PMCS Performed with Proper /current Publication Availability: Are appropriate and applicable TMs, TBs, LOs, MWOs, and general publications or manufacturer's manuals on hand in sufficient quantity to support the unit's maintenance mission?	Whether hard copy or electronic manuals, field level mechanics and supervisors must have current field level maintenance TMs, lubrication orders (LOs), training circulars (TCs), and technical bulletins (TBs) to properly maintain and service assigned equipment.	DA Pam 750-3, Para 3-5e	
Environmental and Hazardous Material and Waste			
32. Has an environmental program been established?	All Army maintenance operations will be conducted in accordance with the environmental security provisions of AR 200–1 and the underlying Federal, State, and local laws and directives.	AR 750-1, Para 3-7f) and AR 200-1	
33. Is there a primary & alternate ECO appointed in writing?	Appoint and train environmental officers at appropriate organizational levels to ensure compliance actions take place	AR 200-1, Para 1-28f and Fort Bragg 200-1, 200-2 and 200-3 and ECO, ECA handbook.	
34. Is there a unit HM/HW SOP	Incorporate environmental responsibilities and environmental risk management into unit SOPs and operation orders (OPORDs) as appropriate	AR 200-1, Para 1-28e/FM 3-100.4, Para 1-36	
35. Are Environmental records stored and maintained?	Environmental records will be stored and maintained (in hard copy or electronic format) in such a way that they are readily retrievable and protected against damage, deterioration, or loss.	AR 200-1, Para 16-6 (3)	
35. Is there a Spill Prevention, Control and Countermeasures Plan (SPCCP)? Are there sufficient containment supplies?	Develop and implement a Spill Prevention, Control, and Countermeasures Plan (SPCCP), as required.	AR 200-1, Para 11-4 (b)	

COMMAND MAINTENANCE DISCIPLINE PROGRAM

Regulatory Requirements	Administrative Procedures	References	Sustain/Improve Comments
Operational Readiness Floats			
36. Is Operational Readiness Float (ORF) policy established for units with float assets?	The ORF will be used to achieve the equipment availability objectives in AR 700–138 and unit readiness objectives in AR 220–1. These availability objectives (operational ready rates) are 90 percent for ground equipment and 70 percent for aviation equipment.	AR 750-1, Para 3-7j(2) and Para 8-7	
37. Are ORF transactions documented?	All ORF transactions are documented	AR 750-1,	
TMDE Program			
38. Has a TMDE program been established?	TMDE will be calibrated per the DA TMDE Calibration and Repair Support Program.	AR 750-43, Para 2-10	
39. Has a primary TMDE coordinator been appointed in writing to serve as the central POC between the unit and the TMDE Support Activity (TSA)?	The TMDE coordinator will be responsible and have authority for monitoring the command, installation, or unit TMDE management program.	AR 750-43, Para 6-4, TB 750-25, Para 3-8	
40. Has TMDE coordinator reviewed the instrument master record file (IMRF) against the property book to ensure all authorized TMDE is contained therein and the information is accurate?	95 percent or above of the TMDE inventory identified in the owner/user's Instrument Master Record File (IMRF) is available to the user in a calibrated and repaired condition. Items placed in calibrate before use (CBU) status will be subtracted from the owner/user's IMRF when calculating availability.	AR 750-43, Para 6-1b, TB 750-25, Para 3-2, h(1), Para 3-10, b(4)	
Quality Assurance Quality Control and Army Safety Program			
41. Has a QA and QC process been established?	Quality control must be fully integrated into maintenance operations.	AR 750-1, Para 3-7q	
42. Is the unit safety officer appointed on orders and is safety discussed in the SOP?	General Army Safety Program responsibilities lies with all Soldiers and Army civilians at all levels	AR 385-10, Para 2-4 and Para 16-2,d.	
43. Signs: Are all hazardous areas prominently marked with caution and warning signs?	Sinage should be un-obstructed and in serviceable condition.	TB 385-4 AK 750-1	

COMMAND MAINTENANCE DISCIPLINE PROGRAM

Regulatory Requirements	Administrative Procedures	References	Sustain/Improve Comments
44. Cleanliness: Are shops well organized, uncluttered and the floors free of grease or oil accumulations?	All personnel shall be trained on all aspects of Army Safety Program and the Army Occupational Health Program at every level of the activity that affects their workplace.	AR 385-10, Para 16-2	
45. Safety Training: Are all new personnel trained to recognize specific hazards and risks in shop areas?	All Army personnel will be provided CRM training in those areas needed for a safe and efficient execution of their task.	AR 385-10, Para 10-2	
46. Has the shop area been inspected for proper safety signs, safety board, eye wash stations, lifting device inspections, load tests, and fire extinguishers?	Last safety inspection should be on file with corrective actions taken to achieve compliance. Unit safty board should be complete, Eye Wash Stations should be inspected in last 30 days and functional, Fire extinquishers should be present and serviceable with current inspection tag.	AR 385-10 and AK Pam 750-1	
Army Awards Program			
47. Has the commander established an awards program for operators and maintainers to receive driver and mechanic badges?	Unit commanders are responsible for establishing and maintaining the program for awarding drivers and mechanics badges.	DA Pam 750-3, Chap 6, Para 6-1and 6-2	
49. Are Commander's familiar with the Chief of Staff, Army Award for Maintenance Excellence (AAME) initiatives?	The AAME Program is conducted each year to recognize Army units/activities that have demonstrated excellence in maintenance operations and assess the maintenance component of unit readiness.	AR 750--1, Chap 8, Para 8-1 DA Pam 750-1	
AOAP			
50. Is an AOAP monitor assigned?	Ensure each organization owning enrolled equipment appoints an AOAP monitor who will ensure that subordinate units implements AOAP procedures within the command	AR 750-1, Para 8-2	

COMMAND MAINTENANCE DISCIPLINE PROGRAM

Regulatory Requirements	Administrative Procedures	References	Sustain/Improve Comments
51. Are oil samples taken as required by interval and sampling techniques?	At scheduled intervals, equipment-owning units will extract samples of lubricants from enrolled equipment and submit the sample to AOAP laboratories for analysis. Equipment users will complete DD Form 2026 (see TB 43-0211) and submit the form with the sample to the AOAP laboratory.	DA PAM 750-8, Para 4-5a	
52. Are all equipment requiring oil sampling enrolled in the AOAP program?	Equipment and components listed in TB 43–0211 and other equipment and components authorized by PM AOAP require sampling.	DA Pam 750–8 and TB 43–0211	
Product Quality Deficiency Reports and Ground Safety Notification Process			
53. Are product Quality Deficiency / Improvement Reports programs in place?	All Army materiel is subject to QDR and EIR.	AR 750-1, Para 8-10a-g	
54. Is a ground safety notification system in place?	The Ground Safety Notification System (GSNS) is used to disseminate high-, medium-, and low-safety messages to the field when a materiel defect or hazardous condition that can cause death or injury to Army personnel or damage to Army equipment is discovered.	AR 750-1, Para 8-17	
55. Are Safety of Use Messages (SOUM), Maintenance Advisory Messages (MAM), and Ground Precautionary Messages (GPM) promptly disseminated and complied with?	ACOMs, ASCCs, and DRUs will disseminate SOUMs and GPMs within 24 hours to all subordinate units according to AR 25–11. ACOMs, ASCCs, and DRUs will submit compliance reports as required by the SOUM/GPM.	AR 750-1, Para 8-17g & h(1) & 8-18	
56. Has the commander ensured personnel responsible for tracking and reporting compliance of SOU and GPA messages opened a Modification Management Information System (MMIS) account?	https://www.mmis.army.mil Update messages as directed in instructions /guidance provided in the messages.	ALARACT 316/2011	

COMMAND MAINTENANCE DISCIPLINE PROGRAM

Regulatory Requirements	Administrative Procedures	References	Sustain/Improve Comments
Drivers Training and Licensing			
57. Are interviews conducted by the commander or authorized representative when selecting drivers/operators?	Interviews will be conducted by the commander or authorized representative. Areas of concern are maturity, attitude, past driving record, hearing, extreme nervousness, or any abnormal characteristics. Medication, if used on a regular basis, that causes drowsiness, impairs vision, or affects coordination, will also be taken into consideration.	AR 600-55, Para 3-2a & Appendix B	
58. Appointment Orders: Are the driver training instructor and assistant instructor appointed on orders?	All prospective instructors and assistant instructors must be appointed in writing to train or instruct on an authorized type of vehicle.	AR 600-55, Para 4-2a & b	
59. Training: Is the driver/equipment instructor trained, licensed, technically knowledgeable, and experienced in the equipment being used to train students?	All prospective instructors and assistant instructors must be licensed to operate the vehicle or equipment. Have technical knowledge and experience as outlined in appendix F.	AR 600-55, Para 4-2a, Appendix F	
61. Training: Is there a remedial training program for drivers or operators who have misused equipment, demonstrated a need for additional training, or had a "driver at fault accident" or traffic violations?	Commanders will establish a remedial training program for drivers or operators who have had driver at-fault accidents or traffic violations or misused equipment	AR 600-55, Para 4-5	
62. Screening: Has each DA Form 348/348-E been reviewed and updated annually by the designated individual?	The DA Form 348 will be reviewed annually for— (a) Safety awards. (b) Expiration of permits. (c) Accidents and moving traffic violations. (d) Remedial, required, (e) Reexamination.or refresher training. (f) License suspension.	AR 600-55, Para 4-1b(5) & (6)	

COMMAND MAINTENANCE DISCIPLINE PROGRAM

Regulatory Requirements	Administrative Procedures	References	Sustain/Improve Comments
64. License: Is there an OF 346 on file for each operator?	All Active Army, ARNG, U.S. Army Reserve (USAR), and civilian personnel (excluding contractor personnel) to include foreign nationals, whose positions will require operation of Government-owned or -leased vehicles or equipment will be trained, tested, and issued an OF 346	AR 600-55, Para 2-1b Can view operators qualifications using GCSS-A report ZOPID and personnel number	
65. Hazardous Materials: Are operators who are authorized to transport hazardous materials trained and certified, as annotated on DA Form 348/348-E?	Training in transporting hazardous materials will be consistent with part 171, title 49, Code of Federal Regulations. AR 55–355. Military vehicle operators must meet the licensing requirements in paragraph 2–3, and must receive, as a minimum, introductory or familiarization training	AR 600-55, Para 4-9b	
66. Ground Support Equipment: Are operators trained, certified, and licensed on power generation equipment (.5KW and above, air compressors, heaters, forklifts, cranes, steam cleaners, pumping equipment) and is it annotated on DA Form 348 and OF 346/DA Form 5984-E?	Applicants will be required to satisfactorily demonstrate their proficiency in operating each piece of equipment for which they are to be licensed. Qualification on non-self-propelled equipment will be entered on DA Form 348, section I, and training will be entered in section III.	AR 600-55, Para 7-1, Para 7-2	
67. Gas Generating Equipment: Are operators who perform tasks with oxygen, nitrogen, and/or acetylene certified as annotated on DA Form 348/348-E and OF 346/DA Form 5984-E?	All military personnel and DA civilians must have an OF 346 and demonstrate their proficiency in order to operate the following mechanical or ground support equipment: Gas generating equipment, all sizes and capacities (such as oxygen, nitrogen, and acetylene).	AR 600-55, Para 7-1a (2); TB 600-1, Appendix C & D	
Contracting Officer Techincal Representative Training			

COMMAND MAINTENANCE DISCIPLINE PROGRAM

Regulatory Requirements	Administrative Procedures	References	Sustain/Improve Comments
68. Does the unit require COTR training?	Where required, units must have COTRtrained personnel when they work with ormonitor contractor personnel performing maintenance on unit equipment. COTR must have the skill set to monitor or observe the contract.	AR 750-1	
Shop Stock Management			
69. Does the unit properly account for SSL?	Units must maintain SSL and repair parts in accordance with AR 710–2. Unit conducts monthly 10 percent and Quarterly 100 percent inventory	AR 710-2	
70. Does the unit conduct demand analysis or dollar cost banding to determine appropriate stockage levels to include increases, decreases, adds or deletions?	Units must continuously adjust repair parts stockage based on requirements. Units must gain approval and add demand supported items. Quarterly review conducted and documented with recommended changes forwarded to the chain of command for approval	AR 710-2	
Usage			
71. Are units updating the current useage in GCSS-A Upon Dispatch close out.	Spot Check Dispatches and compare Useage with that recorded in GCSS-A.	DA Pam 750-8 and DA Pam 750-1	
Moldificaton Work Order			
72. Has the unit established a Modification Management Information system (MMIS) account and ensuring that once the MWO is applied it is updated in MMIS as the final step?	https://www.mmis.army.mil The MWO is not complete until MMIS website is updated.	AR 750-10, Para 2-9,c IW28 notification type MW and main work center will show you all MWO's either open or closed	
73. Maintenance Processes: Are MWOs applied in a timely manner?	Mandatory MWO will be applied based on the instructions published in the MWO. Urgent modifications will be applied within 2 years from the MWO effective date and Routine modifications will be applied within 4 years from the MWO effective date.	AR 750-1, Para 8-5 c-d and https://www.mmis.army.mil IW28 notification type MW and main work center	

Glossary

Section I. Abbreviations

AAME   Army Award for Maintenance Excellence

ACOM   Army Command

AMC   Army Materiel Command

AMSS   Army Materiel Status System

AOAP   Army Oil Analysis Program

APD   Army Publishing Directorate

ASCC   Army Service Component Command

ASC   Army Sustainment Command

BLST   Brigade Logistics Support Team

CBRND   Chemical, Biological, Radiological, and Nuclear Defense

CLS   Contractor Logistics Support

COMET   Command Maintenance Evaluation Team

COMSEC   Communications Security

MCOP   Maintenance Common Operating Picture

COTR   Contracting Officer's Technical Representative

CPC   Corrosion Prevention and Control

DLA   Defense Logistics Agency

DRU   Direct Reporting Unit

EAB   Echelons above Brigade

ETM   Electronic Technical Manual

FMC   Fully Mission Capable

GPM   Ground Precautionary Message

IG   Inspector General

LAR   Logistics Assistance Representative

LCMC	Life Cycle Management Command
LIS	Logistics Information System
LO	Lubrication Order
LOGSA	Logistics Support Agency
LUP	Low Usage Program
MAIT	Maintenance Assistance and Instruction Team
MCO	Maintenance Control Officer
MWO	Modification Work Order
NMC	Non Mission Capable
N-SE	Non-Standard Equipment
NVD	Night Vision Device
ORF	Operational Readiness Float
PMCS	Preventive Maintenance Checks and Services
PQDR	Product Quality Deficiency Report
SOP	Standard Operating Procedure
SOUM	Safety of Use Message
TB	Technical Bulletin
TC	Training Circular
TM	Technical Manual
TMDE	Test, Measurement, and Diagnostic Equipment
ULLS-AE	Unit Level Logistics System-Aviation Enhanced

Section II. Terms

Command Maintenance Discipline Program. A four-fold program addressing the following: responsibilities of commanders and supervisor personnel to instill maintenance discipline, guidance for evaluating maintenance discipline, feedback through command and technical channels for improving maintenance policy and procedures, and follow-up to maintain maintenance discipline.

Fully Mission Capable Safety. FMC safety is defined as equipment FMC to accomplish the

peacetime training mission with all safety related deficiencies corrected and urgent safety related MWOs applied.

Maintenance Discipline. Compliance with DA policy to administer maintenance economies. Maintenance discipline applies to all functions and levels of maintenance (from unit/contractor through national users), including the effective use of funds.

Product Quality Deficiency Report (PQDR). An official report (SF 368) submitted by unit or supporting Field maintenance activity upon receipt of repaired equipment or assemblies that have maintenance discrepancies.

Repeat Findings. A discrepancy of non-compliance noted from a previous inspection and unresolved beyond the established suspense date.

Requirements Listing. A compilation of existing regulatory requirements as a single source listing and organized by level of responsibility or function.

Supervisory Personnel. Supervisory personnel are individuals with responsibility to lead maintenance operations within or the unit. This applies to officers, warrant officers, NCOs and civilians. Examples are company commanders, TDA directors and TDA division chiefs.

Supply Discrepancy Report. Report identifying shortages (major assemblies, components, etc.) with the associated CL VII assets received at SSA/SP, Contractor, or MSC-K.

Technical Inspection (TI). The inspection of an asset to determine its maintenance condition or classification.